

CHICAGO DEBATE COMMISSION

Program Officer for School Support

Job Description and Application Information

The Chicago Debate Commission (CDC) seeks a qualified, energetic candidate to join its programming staff in a team of 6 full-time employees, doing core educational support work central to the CDC's mission of bringing rigorous and engaging academic debate opportunities to as many Chicago Public Schools students as possible. The CDC facilitates, promotes and manages academic debate programming and runs the Chicago Debate League, one of the nation's leading Urban Debate Leagues. The Program Officer for School Support will work full-time from the CDC's downtown offices, in addition to directing tournaments for hundreds of students (averaging 2 weekends a month, possibly 3 in very busy periods) and making numerous school site visits (averaging 2 afternoons a week, potentially more during busy parts of the season) to serve over 100 teachers and 1,500 students throughout the city of Chicago in accordance with the mission of empowering the voice of urban youth through debate.

Job Description

The Program Officer for School Support will work with other programming staff members and will report to the Director of Programs. The Program Officer for School Support will conduct a variety of academic debate programs, involving five high school conferences in the Chicago Debate League (CDL), and four conferences in the Chicago Middle School Debate League (CMSDL). The Program Officer for School Support:

- Has program building responsibility for a substantial number of schools in both the CDL and CMSDL, with principal responsibility for site visits to those schools
- Creates program building resources and curricular materials for coaches, including lesson plans, afterschool meeting activities, Powerpoint trainings and video tutorials
- Supports tournament planning and operations
- Directs assigned tournaments on-site and manages tournament staff
- Recruits and supports external (non-teacher) coaches from the community
- Conducts assigned coach training and professional development events, with responsibility for preparing and delivering these trainings
- Provides on-going and targeted coach support through electronic and phone check-ins as needed
- Directs or co-directs the Chicago Debate Summer Institute
- Manages registration and parent contacts for the Chicago Debate Summer Institute
- Assists with the preparation of the Core Files and the CMSDL Core Files
- Meets with local school administrators to provide periodic feedback
- Provides support and on-site management of CDL events additional to the regular six-tournament calendar for all schools

- Participates actively in the Qualitative Assessment Project, and aligns all training and instructional resources used to Debater Development Benchmarks
- Assists with collection of data and information for programming reporting and funding proposals
- Assists with interactions with and preparation of students and coaches for community and parent outreach and fundraising events
- Takes an active leadership role in building community among students and coaches, builds morale through intentional activities and interpersonal efforts
- Assists Director of Programs in supporting the information, communications and planning needs of our partners at the Chicago Public Schools
- Fulfills other assignments and projects, as issued by the Director of Programs

Qualifications

- B.A. or higher degree or equivalent
- Extensive experience in current high school cross-examination policy debate
- Demonstrated ability to teach and train policy debate to all levels of debaters and coaches, from raw beginners to successful competitors on the National Circuit
- Demonstrated ability to work to support educators with little debate experience in their orientation to academic debate
- Passion for the urban debate mission and the educational justice objectives of the Chicago Debate League
- Empathy and willingness to serve and lead teachers, students, volunteers, and contract staff
- Must have ability to prioritize multiple assignments and maintain dozens of relationships
- Enthusiasm for mission-driven work and interest in urban education issues
- Ownership of a vehicle (strongly preferred) and/or willingness to ride public transportation to high schools and other sites, including transporting materials to schools
- Experience in urban education – non-profit, administrative, or classroom – is a very strong plus
- Previous experience in urban debate is a very strong plus
- Experience in tab room operations is a very strong plus
- Familiarity with curriculum and instructional resource design and development is a very strong plus
- Previous non-profit experience is a plus
- Strong interpersonal, verbal and written communication skills
- Moderate computer skills including use of Word, Excel, Powerpoint, web-based Google forms, Google Drive; willingness to learn and use basic Wordpress and the Neon database
- Basic design skills in Adobe software are a plus, but not required

- Must be willing and able to pass a background check and TB test (and any others required by Chicago Public Schools) – position manages student volunteers who are minors

Compensation and Hours

Compensation commensurate with experience and skills, but the salary range is competitive to entry-level salaries in non-profit education work, in the high \$30s.

Total working hours will be 40-50 on average. Regular office hours will be 10-6. This includes frequent work on Friday nights and on Saturdays, which will be identified well in advance on our tournament calendar – comp days are offered in the following two weeks for any full Saturday worked.

The Chicago Debate Commission is seeking a commitment of at least two years.

The position will begin in the summer of 2017.

The Program Officer for School Support position may begin as early as July 1st, 2017, pending candidate's availability. Our desired start date is by July 17th, 2017, so that our new hire is available to help prepare for and direct the Chicago Debate Summer Institute. Applications will be accepted on a rolling basis until the position is filled; however, we encourage submission quickly as we expect to interview as early as June 15th.

The Chicago Debate Commission is an equal opportunity employer.

Submit your c.v., salary requirements and a cover letter via email to:

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